

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OTR/CTP-3	
1. TITLE OF REPORT (If a fill-in report include Form No.) <b>Monthly Status Report of Military Career Trainees</b>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED <b>25</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Monthly</b>			6. DISTRIBUTION (No. of components not number of copies) <b>four</b>	
7. FORMAT (memorandum, form computer print-out, etc) <b>Memo-listing</b>		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>Internal - CTP OTR-1-2</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>CTP</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>None</b>		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-05	\$3.60		1	=	\$3.60	12 \$43.20
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$43.20
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>A monthly report compiled by the Career Training Program to record the number of military Career Trainees sponsored by the Program and their status in the Program at the beginning of each month. This report has been maintained since approximately 1952.</b>						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS <b>0 0</b>	
16. DATE OF INVENTORY <b>1 October 1978</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Chief, CTP</b>				18. EXTENSION <input type="checkbox"/> STAT